

## **Zen Center of Los Angeles, Inc.**

### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

March 13, 2016

The Board of Directors of Zen Center of Los Angeles, Inc., a California nonprofit corporation, held a regular meeting at 1:30 p.m. on Sunday, March 13, 2016 at 923 South Normandie Ave., Los Angeles, California.

The following directors, constituting a quorum, were present: Patricia Muso Giggans (President), Darla Myoho Fjeld, Wendy Egyoku Nakao (Abbot), Deborah Faith-Mind Thoresen, Tina Jitsujo Gauthier, Bill Earth-Mirror Corcoran (Treasurer) and Betsy Enduring-Vow Brown (Secretary).

The following directors were absent: Thomas Dharma-Joy Reichert and Robert Swan  
Enduring-Vow served as recording secretary.

#### **Zen Center Mission Statement**

To know the Self, maintain the precepts and serve others. We provide the teaching, training, and transmission of Zen Buddhism.

#### **Board Mission and Vision Statement**

In the Resource Sphere of All-Enriching Wisdom, the Board of Directors oversees all legal and fiduciary matters. We actively support the Mandala, Mission and Vision, Core Values and Core Practices of the Zen Center of Los Angeles / Great Dragon Mountain - Buddha Essence Temple. We maintain a place for practice, rooted in our Bodhisattva Lineage, and nurture the widest possible view.

#### **1. Welcome, Zazen, and Check-In Round**

Muso called the meeting to order and welcomed everyone. The Board sat zazen and did a check-in round.

#### **2. Teaching**

Jitsujo offered a teaching from Norman Fischer Training in Compassion: Zen Teachings on the Practice of Lojong.

### **3. Review of Agenda**

The Board reviewed the agenda.

4. Enduring-Vow moved to approve the January minutes. Myoho seconded. The January minutes were approved.

### **5. Review of Action Items**

1. ACTION ITEM: Muso will confer with temple Directors re Board housekeeping documents such as Onboarding Process, Job Descriptions and the creation of a Board Manual. Ongoing.
2. ACTION ITEM: Muso will send a formal letter of appreciation to Plum-Hermit along with a flash drive containing the digital archives of Maezumi Roshi's Teishos. Completed.
3. ACTION ITEM: Muso to send a letter to the sangha announcing the creation of the Vice-Abbot position filled by Faith-Mind. Completed.
4. ACTION ITEM: Roshi to follow up with a letter to the Sangha regarding her schedule. Completed.
5. ACTION ITEM: Faith-Mind to send a letter to the Sangha with her reflections stepping into the Vice-Abbot role. Completed.

### **6. Financial Reports**

#### **6.1 Endowment Report**

No endowment report.

#### **6.2 Finance Committee Report**

The final 2015 numbers indicate a surplus of just over \$5,000 for the year. Expenses were approximately 16% over budget, offset by strong fundraising. ACTION ITEM: Earth-Mirror to submit 2015 Financial Report to Sangha in April.

### **7. Committee Reports**

#### **7.1 Vice-Abbot's Report**

Faith-Mind reported that membership is currently at 175. Roshi indicated she would like the staff to look at outreach and membership. The Board discussed outreach efforts in general.

## **7.2 Temple Director's Report**

Myoho explained how the connection with Benevity arose and the staff's follow up efforts. There was discussion on connecting with other similar organizations. Myoho gave a web update and is in contact with Megan Woo who has experience working labor groups and non-profits. ACTION ITEM: Myoho to get website links of Megan Woo's work.

“Soft Buildings” Seismic retrofit

Myoho explained the mandatory compliance notification the Center received from the city regarding the required seismic retrofits of the Pundarika and Nilotpala buildings. The unknown cost exposure of the project and its potential to affect Center finances were discussed.

The board approved Mary Rio's recommendation (report attached) and authorized the expenditure of \$5,000 from the Re-fi Fund (3211) to hire an oversight contractor, who will be responsible for retaining a structural engineer.

## **8. Strategic Plan - Transition**

The board did a check-in on how the transition is working and the consensus is that the group thinks that it is going well. Faith-Mind indicated that she felt mentored and supported in her Vice-Abbot training and noted that the leadership group is bonded and working well. Roshi appreciated the space that the new schedule is giving her. Muso raised the issue of how do we financially sustain the long-term training of students, staffing, Abbot's retirement fund. It was noted by Roshi that shared stewardship training is helping the sangha mature into leadership roles. The board discussed strategic planning next steps and indicated that the CAAW2 group was well suited to move into this work. ACTION ITEM: Prepare for CAAW2/Strategic Planning meeting.

## **9. Board Recruitment**

Bringing one or two additional people onto the board was discussed. ACTION ITEM: Muso will reach out to some potential candidates.

## **10. Old Business**

None.

## **11. New Business**

None.

**12. Bernie Glassman**

Roshi indicated that Bernie’s health continues to improve and is receiving visitors. Updates are posted on Eve Marko’s blog and occasionally on the Zen Peacemaker website/Facebook.

**13. Roshi**

Roshi confirmed that WPA meeting will coincide with 50<sup>th</sup> Anniversary. Faith-Mind, Shogen, Roshi and Koan will go to Michigan for the WPA meeting this year and present the ZCLA version of chanting the women ancestors. ZPO in Los Angeles was discussed. Roshi will be attending the ZPO International Circle Meeting in Montague at the end of April and will have an update after that. It was noted that the 46<sup>th</sup> Annual Manzanar Pilgrimage will be held the last Saturday in April. Roshi encouraged everyone to attend.

**Council**

The Board held Council.

**14. Checkout/Four Vows**

Following council, the Board concluded the meeting with a checkout round and the Four Vows.

Date: \_\_\_\_\_, 2016

\_\_\_\_\_  
Patricia Muso Giggans (President)

Date: \_\_\_\_\_, 2016

\_\_\_\_\_  
Betsy Enduring-Vow Brown (Secretary)

**Attachments to the minutes, which were distributed to the Board:**

- 1) Agenda
- 2) March 2016 Financial Statement
- 3) Balance Sheet
- 4) Profit & Loss
- 5) Statement of Cash Flows
- 6) Temple Director’s Report
- 7) Vice-Abbot’s Report
- 8) City of Los Angeles Notice of Mandatory Seismic Retrofit

**2016 Board Meeting dates:**

- Sunday, January 31 – lunch with residents followed by a Board meeting 1:30-4:40 p.m.
- Sunday, March 13 – 1:30-4:30 p.m.
- Sunday, May 15 – 1:30-4:30 p.m.
- Sunday, July 10 – 1:30-4:30 p.m.
- Sunday, September 18 – 1:30-4:30 p.m.
- Sunday, November 13 – 1:30-4:30 p.m.

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**Terms of Directors  
(3 year terms):**

Roshi Wendy Egyoku Nakao as Abbot is an ex officio director and is not included in election.

<b>Until December 31, 2018</b>	<b>Until December 31, 2016</b>	<b>Until December 31, 2017</b>
Betsy Enduring-Vow Brown	Tina Jitsujo Gauthier	Darla Myoho Fjeld
Thomas Dharma-Joy Reichert	William Earth-Mirror Corcoran	Patricia Muso Giggans
Deborah Faith-Mind Thoresen		Robert Swan

## **March 13, 2016 – ACTION ITEMS**

### **General Procedures**

Current Board reports and signed minutes from the previous meeting will be given to Mary Rios/Business Manager as soon after the meeting as possible.

Faith-Mind & Myoho/Temple Co-Directors will report Board decisions and other necessary information to Mary/Business Manager as soon after the meeting as possible.

Notification of decisions and information will be given to those effected (i.e. Residents, Teachers, Circles, Staff, etc.) prior to posting Board minutes.

Recording Secretary will forward the approved minutes to the Program Steward for posting on the Board section of ZCLA website.

Decisions and votes of the Board will be stated and recorded as resolutions and will be maintained in an annual list by the Recording Secretary.

### **Action Items from March, 2016 Meeting:**

1. ACTION ITEM: Muso will confer with Temple Director re Board housekeeping documents such as Onboarding Process, Job Descriptions and the creation of a Board Manual.
2. ACTION ITEM: Myoho will get links of Megan Woo's work.
3. ACTION ITEM: Muso, Myoho and Faith-Mind to prepare for CAAW meeting.
4. ACTION ITEM: Earth-Mirror to submit 2015 Financial Report to Sangha in April.